

St Francis Episcopal Church  
Potomac Parish  
Vestry Minutes  
November 17, 2009

The Vestry convened on Tuesday, November 17, 2009 at 7:30 p.m. in the Kincaid Library, the Rector presiding. Vestry members present: Mr. Wilson, Ms. Hoke, Mr. Burr, Mr. Bachman, Mr. Baker, Ms. Austin, Ms. Wallace, Mr. Maroulis, and Mr. Harper. Not in attendance: Ms. Tozer, Mr. Gardiner, Ms. Tendall, Mr. Daly, Mr. Ellsworth, Mr. Maroulis. Also in attendance: Mr. Bassett, Ms. Riddle, and Ms. Tabner Thayer.

The Rector opened with a prayer.

### **APPROVAL OF MINUTES**

The minutes of the October meeting were approved as distributed. Ms. Tabner Thayer will be absent from the next Vestry meeting and requests that a Vestry member volunteer to act as secretary in her stead.

### **FINANCIAL REPORT**

Mr. Bachman distributed an income statement for 2009 year-to-date (attached hereto). He noted that expenses are in line while year-to-date pledge revenue is under budget but ahead of last year. He anticipates that we will continue the trend of large, year-end pledge payments. Ms. Riddle noted that parishioners will receive a pledge statement in early December showing contributions as of the end of November as a reminder regarding pledge balances. Mr. Bachman and Ms. Riddle, with the Rector's assistance, will be building a 2010 budget over the next few weeks. Mr. Wilson is looking into the possibility of our buying gas more cheaply. The umbrella insurance policy expense will be slightly over budget because of overestimating the anticipated savings associated with not insuring the day school operations.

### **COMMITTEE REPORTS AND UPDATES**

Mr. Wilson reported that we have entered into a mechanical service contract (HVAC). Mr. Wilson and Mr. Baker met with Mr. Davidson to learn needs in the area near the organ.

Ms. Wallace reported that Françoise Williams, chair of the Fellowship Committee, and her team put on a lovely reception following the wonderful Evensong on November 1.

Ms. Austin listed the following upcoming events planned by the Women of St. Francis:

- Sunday, November 29: wreath making during the Sunday School hour (\$10 contribution)
- Wednesday, December 9: pottery painting party for children under 12 (\$5-15 per item)
- Sunday, December 13: Home for the Holidays Open House at Gary and Trina Bachman's (\$5 contribution) – recipe exchange and fellowship

Also, storage is needed for the March thrift sale; parishioners should contact Mary Ashburton if they have space. The Rector notes that any event that is advertised as sponsored by the church needs prior approval by the Rector and discussion with the staff because of liability issues.

Mr. Baker reported that a Carolina silver bell was planted in honor of Mr. Thai's 20<sup>th</sup> anniversary at the church. Thanks to Laurel Bahar who spearheaded this effort.

Ms. Hoke stated that the Lay Committee for our seminarian (herself, Ms. Young, Ms. Blanton, the Singhams and the Jillings) has very much enjoyed meeting with him on a monthly basis and attending the two 8 a.m. services at which he gave the homily. The Rector stated that Josiah will preach at a 9 a.m. service during Advent.

The Rector reported that 17 students were confirmed at the National Cathedral on November 7.

## **OLD BUSINESS**

### **Rector's Memorandum to the Vestry**

The Rector stated that Vestry members who have a response should send it to Ms. Tozer by email.

## **NEW BUSINESS**

### **55<sup>th</sup> Annual Meeting**

The Vestry set the meeting date for January 31, 2010, following the 9 a.m. service. The Rector reminded the Vestry that the Nominating Committee must have a retiring Vestry member. Persons eligible are Mr. Burr and Ms. Hoke, who are not eligible for re-election as Vestry members, as well as Mr. Bachman and Mr. Maroulis, whose terms are expiring and are eligible for another term. The Rector and the wardens will select the members of the Nominating Committee and ask that they be ratified at the next Vestry meeting. Vestry members are encouraged to send recommendations for the committee to the Rector.

Nominations for Vestry members must be made by December 31. The Rector noted that the by-laws allow the Nominating Committee to determine the number of nominees for the election. Ms. Wallace made a motion, seconded by Ms. Hoke and passed by unanimous vote, that the Nominating Committee shall nominate one name per opening. Ms. Wallace made a motion, seconded by Mr. Burr and passed by unanimous vote, requiring the following criteria for persons nominated for the Vestry:

1. Must be an active, confirmed member, or a member desirous of being confirmed within one year of election to the Vestry, in good standing at St. Francis.
2. Must be frequent and regular in worship attendance.
3. Must be committed to the spread of the Gospel to the unchurched and to the deepening of the commitment of the congregation of St. Francis to the Gospel and God in Christ.
4. Must support the work of St. Francis by a yearly pledge to the operating budget.
5. Must be willing and able to attend Vestry meetings and perform the work expected of a Vestry member.

### **Stewardship Committee**

Mr. Harper stated that the stewardship campaign is off to a good start, with messages that are direct and easy to understand. On Monday, November 30 at 7:30 pm, Vestry members should each bring a friend to a meeting in the Kincaid Library to receive training and the names of several parishioners to call.

### **Budget Priorities for 2010**

The Rector invited Vestry members to share their views on this topic. Vestry members stated that priorities include the youth program, music, outreach, a Vestry Mission Fund, and salaries, with several members stating the importance of providing raises this year. Mr. Bachman explained that the church has never had a sinking fund amount in the operating budget for capital expenses, and there probably will not be enough anticipated revenue in

2010 to include such an item. Rather, the Vestry will need to discuss another way to raise the funds to build a capital account to meet such expenditures.

The Rector closed the meeting with a prayer.

The next meeting will be Tuesday, December 15, 2009 at 7:30 pm in the Kincaid Library.

Respectfully submitted,  
Jody Tabner Thayer  
Clerk of the Vestry